Adding a Student to your MLR2014 CDX Course

1. Navigate to your CDX Site and log in to your instructor account.

2. On the left side of the page. Find the box labeled Administration. Under the Administration box, click on the Users folder.

3. Then click on the Accounts folder.
4. Click on the Add a New User Button.

5. This will bring you to a form where you will put in the necessary information for adding a student. All required fields will have a red lettering with a red asterisk next to them.

6. The first necessary field is the Username field. Here you will fill out the username that the student will enter when they log in.
7. The next field is the New Password Field. Here you will enter the password that the student will use to log in.

8. If you check the box where it says Force Password Change, the next time that student logs in, it will bring them to a page where they are asked to change their password to whatever they would like it to be.
9. Then, fill in the First Name, Surname, Email Address, and City/Town fields.

10. Once you have filled in all fields, scroll to the bottom of the page and click on the Update profile button to create the student’s account.